Utah eReport

Instructions

GETTING STARTED (Registration)...

To register as a user of Utah eReport:

1. **Go to the following web address: http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm**
2. **To register,**
   - **click on "self-register here"**
   - **enter your user login information**
   - **click on "Add New User"**
3. **Enter the system by using your new login name and password.**
4. **Click on "Edit My Profile".**
5. **At the far right, select the company for which you will be reporting and click on the "Add Company" button. Repeat if you will be reporting for additional companies.**
6. **Log out of the system by clicking on "Logoff eReport".**
7. **Send an email message to carolynwilliams@utah.gov to let us know you've completed the registration process. Also let us know what report month you intend to submit first so we can make sure everything in our database is in order. Call (801) 538-5331 if you need assistance.**
8. **We will notify you once your registration is approved.**

Utah eReport

Instructions

METHOD 1 - Web Forms (Intended for small operators with only a few wells)

Web forms located on the Utah DOGM web site allow small operators to quickly enter monthly production and disposition reports for a few wells. To use this reporting method, follow these steps:

1. Once you have received notification that your registration has been approved (see "Getting Started (Registration)" above), log back into the eReport website at http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm.
2. Go to "Web Forms (File Online)" in the Menu and click on the '+' sign.
3. Click on the desired report (for example, "Monthly Production Report" or "Monthly Disposition Report").
4. Select the appropriate Operator and Report Period, and click on "Submit Query".
5. Click on the API number for each well of the production report, or each Entity number on the disposition report, and enter the appropriate data. Click on the "Save" button for each well or entity. NOTE: On the disposition report, both the oil and gas lines must be saved, even if no activity is reported.
6. Once your report data has been entered and saved, click on "VALIDATE & SUBMIT Report" in the Menu.
7. Select the appropriate Operator and Report Period, and click on "Review".
8. Click on the "Validate & Submit" button.
   -- If your report passes a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.
   -- If your report fails the validation checks, a list of problems will be shown. Go back to your reports by clicking on the appropriate "Review... Report" buttons and fix the errors. You can then resubmit the report by again clicking on the "Validate & Submit" button. Call (801) 538-5331 for assistance.
9. Once your report has been accepted, click on "Logoff eReport" in the Menu to exit the system.
10. You can check the status of any of the reports you have filed thru eReport by clicking on "Check My eReport Status" in the Menu, entering the desired operator and report period, and then clicking on the "Review" button.

Utah eReport

Instructions

METHOD 2 - eReportRemote -- (downloadable program)

eReportRemote is a program built with .Net technology that can be downloaded to the user's computer to assist small and moderately-sized companies in their reporting. It allows users to access their current well (production and enhanced recovery) and entity (disposition) information from the division's databases, manually input their reports off-line, and then submit their data via the internet. It includes data entry forms for Utah production, disposition, and enhanced recovery reports. Once downloaded, most companies find this program easier to use than the web forms because of its spreadsheet-style format. This program can be used by following these steps:

NOTE -- .Net Framework: Before using this .Net program, you should confirm that the Microsoft .Net Framework version 2.0 is installed on your computer. The .Net Framework came integrated with later versions of Windows XP. You can check this in Windows by clicking on "Start/Control Panel/Add or Remove Programs" and then checking the resulting program list for "Microsoft .NET Framework 2.0". The .Net Framework is available from Microsoft at no charge at: http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en

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Download and Setup...

1. Once you have received notification that your registration has been approved (see "Getting Started (Registration)" above), log back into the eReport website at http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm (Note: If you've already been using the eReport web forms, there is no need to re-register).
2. Go to "eReportRemote (.Net Program)" in the Menu, click on the '+' sign, and then click on "Download Program."
3. Click on the "Download eReportRemote.NET Version 2" to save the program setup file (eReportUTSetup_v2.zip) to your computer. Save the file to a "Temp" folder or some other place where you can find it again.
4. Once the setup file has been downloaded to your computer, click on "Logoff eReport" to exit the system.
5. Locate the eReportUTSetup_v2.zip file that you downloaded in step 3 and double-click on it. This should start the file extraction process to retrieve all

of the setup files contained within the zip file.

(Note: There are numerous variations of file extraction programs in use. It is, therefore, difficult to give precise instructions for unzipping files. Double-clicking with the left mouse button to activate an extraction wizard or right clicking and selecting "Extract" seem to be the most common methods to initiate the process. Make sure you extract the files to a folder where you can locate them once unzipped).

6. Double-click on the "eReportUTSetup.msi" file to begin the setup process (you may or may not be able to see the ".msi" extension, depending on your Windows settings). The program will walk you through the simple setup process. If successful, the program, by default, will be loaded to "C:\Program Files\GWPC\ eReportUT\".

7. If desired, locate the "eReportUT.exe" file in this folder and create a shortcut for your desktop (again, you may or may not be able to see the ".exe" extension, depending on your Windows settings).

Using the Application...

1. Double-click on your shortcut (created in step 7 above) or go to "Start/Programs/Utah eReport" to open the Utah eReportRemote.NET program.

2. Click on the "Login to eReport Server" button and enter your user login information established in the "Getting Started (Registration)" section above. Click on the "Login" button.

3. In the "Step 2, Enter Selection Criteria" area, click on the "drop-down" box, locate your approved company, and click on it. Do the same for "Report Month" and "Report Year."

4. Click on the "Retrieve Dataset" button to download your well data from the Division of Oil, Gas and Mining database.

5. Click on the "Production", "Disposition", or "Enhanced Recovery" tabs at the top of the screen. Your company information should be visible. Enter the appropriate data.

6. Once your report data has been entered, go back to the "eReport Server" screen by clicking on the "eReport Server" tab. Make sure the correct check boxes are selected for the reports you will be submitting (i.e., "Disposition/Production" and/or "Enhanced Recovery").

7. Click on the "Save Dataset" button to save a copy of the report file data to your computer.

NOTE: This step can be performed any time after you download your company data (step 4). Once the data file is saved to your computer, you can work on your report at your leisure without being logged into the internet. You can save your data and then re-open the file later by clicking on the "Open Dataset" button.

8. To submit your data, click on the "Submit Dataset" button.

-- If your report passes a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.

-- If your <u>report fails</u> the validation checks, a list of problems will be shown. Go back to your reports, make the necessary corrections, save the dataset, and then resubmit them by again clicking on the "Submit Dataset" button. Call (801) 538-5331 for assistance.

9. **Once your report has been accepted, you may exit the program by clicking on the red "X" in the upper right-hand corner.**

10. **You can check the status of any of the reports you have filed thru eReport by clicking on "Check My eReport Status" in the Menu, entering the desired operator and report period, and then clicking on the "Review" button.**

Utah eReport

Instructions

METHOD 3 - Database Batch (Intended for large operators but can be used by anyone)

This option allows users to submit large report batches without having to manually enter their data. Operators who have the ability to export data directly from their databases into CSV files can then upload the files easily and quickly into eReport. This can be done by following these steps:

> **NOTE:** Although this method was developed with large operators in mind, it can be utilized by any company that has the ability to get its data into the proper format. Prior to using this option, the operator must create its own CSV files for production and disposition. Please follow these guidelines to assure that your files are properly formatted:
>
> # Batch Format Guidelines

1. Once you have received notification that your registration has been approved (see "Getting Started (Registration)" above), log back into the eReport website at http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm.
2. Go to "Batch Submittal" in the Menu and click on the '+' sign.
3. Click on "Upload Batch Reports".
4. Browse for and select the disposition and production CSV files that you previously created from your data for the desired report period.
5. To submit your files, click on the "Submit Files" button. Large files usually take several minutes to process.
   -- If your <u>report passes</u> a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.
   -- If your <u>report fails</u> the validation checks, a list of problems will be shown. Go back to your CSV files, make the necessary corrections, save the files, and then resubmit them by again clicking on the "Submit Dataset" button. Call (801) 538-5331 for assistance.
6. Once your report has been accepted, you may exit the program by clicking on the red "X" in the upper right-hand corner.
7. You can check the status of any of the reports you have filed thru eReport by clicking on "Check My eReport Status" in the Menu, entering the desired operator and report period, and then clicking on the "Review" button.